

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office Central Office/ Accounting Services		2. Unit/Industry Accounts Payable	
3. Classification Title Accounting Analyst		4. Proposed Incumbent (if known) Vacant	
5. Current Position Number (Agency-Unit-Class-Serial) 063-041-4582-002		6. Effective Date	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under direct supervision from the Accounting Administrator I, Supervisor, of the Accounts Payable Unit, the incumbent provides analytical support for accounting and payables related issues. Incumbent is responsible for the service contract desk which includes analyzing and interpreting CALPIA's contracts, taking corrective action to ensure payments are compliant with each contract; and effectively communicating with CALPIA and control-agency employees at all levels.			
Work Schedule:			
8. Percentage (%) of time performing duties:	9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first. (Use an additional page if necessary)		
35%	<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Analyze and interpret "service-type" contract language to ensure vendor invoices are paid per the terms of the contract. Analyze the stated terms on each contract with each vendor invoice, verify quantities received and invoiced, correct vendor's invoices appropriately, advise staff on terms and corrections required. Once all data is correct and verified, process the payment(s) to vendor. Analyze the Revolving Fund and process requests to ensure all data is accurate and then prepare check requests. Analyze accounting data to identify discount opportunities based on State Administrative Manual rules and apply to capture the discount. Assist with reimbursing the Revolving Fund, which includes preparing AP coding forms; input data such as the vendor's identification number, the vendor's invoice number, invoice amount and date, contract number, etc. into the Enterprise Resource Planning System (ERPLx). Research, maintain, analyze, and process data in CALPIA's contract Access vendor database. Develop and reports and utilize CALPIA's ERPLx system and Spreadsheet Server to research data and perform analysis.</p>		
25%	<p>Analyze and interpret monthly and year-end CALPIA accrual data in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB); validate accuracy; then prepare and post entries and correcting entries to general ledger accounts. Analyze general ledger expense accounts. Communicate to management findings and prepare provide alternatives for resolution. Implement approved resolutions. Analyze, forecast, and perform trend analysis of CALPIA's monthly and year-end financial statements for expenses. Review audit-trail reports and identify discrepancies to ensure the appropriate enterprise and general ledger accounts. Develop and communicate recommendations to correct and perform upon approval. Research and analyze purchase price variances and provide recommendations to management to resolve issues.</p>		
(Continued on Page Two)			
10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME Vacant	EMPLOYEE'S SIGNATURE		DATE
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE		DATE
HR APPROVAL 2-17-22			

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	(Continued from Page One)
20%	<p>Perform year-end fiscal assignments and duties required by State control agencies and CALPIA's external financial auditors. Complete required reports. Perform gross margin analysis of CALPIA's financial statements by reviewing and explaining trends and provide analysis and supporting documents to explain variances of +/-10 percent. Assist in the annual preparation, implementation, and evaluation of the year-end payables process. Assist in the detailed cost analysis of the expense related aspects of the financial statements. Analyze and interpret reports containing expense related information Assist in the implementation of accounts payable related accounting processes in the preparation and maintenance of reports. Prepare reports and make recommendations on establishing expense related procedures and work instructions. Analyze monthly reports and validate receiving and payment transactions with field staff. Communicate and translate complex payables processes to field and central office managers and staff.</p>
15%	<p>Assist with training the field and central office staff on payables required processes using ERPLx. Communicate with institution and central office staff, vendors, State control agency personnel to research and resolve accounting issues; serve as an analyst for the Accounts Payable supervisor. Assist in developing presentation and training materials. Resolve payment discrepancies and coding errors; train staff; work directly with the Business Services Section to ensure service-contract language is consistent with vendor's invoiced services; present information or findings to management; draft formal correspondence such as memorandums and ISO procedures.</p>
	MARGINAL FUNCTIONS
5%	<p>Perform other assigned analytical duties to support the Accounts Payable Unit and Accounting Services. Participate on team projects as requested by management to evaluate processes and develop enhancements and data.</p>
	ADDITIONAL EXPECTATIONS
	<p>Expected to have strong ability to analyze data, good interpersonal skills with all levels of staff, be a team player, be able to multi-task while maintaining efficiencies and accuracy and have the willingness to learn and perform detailed work, be dependable; and communicate effectively in both writing and orally.</p>